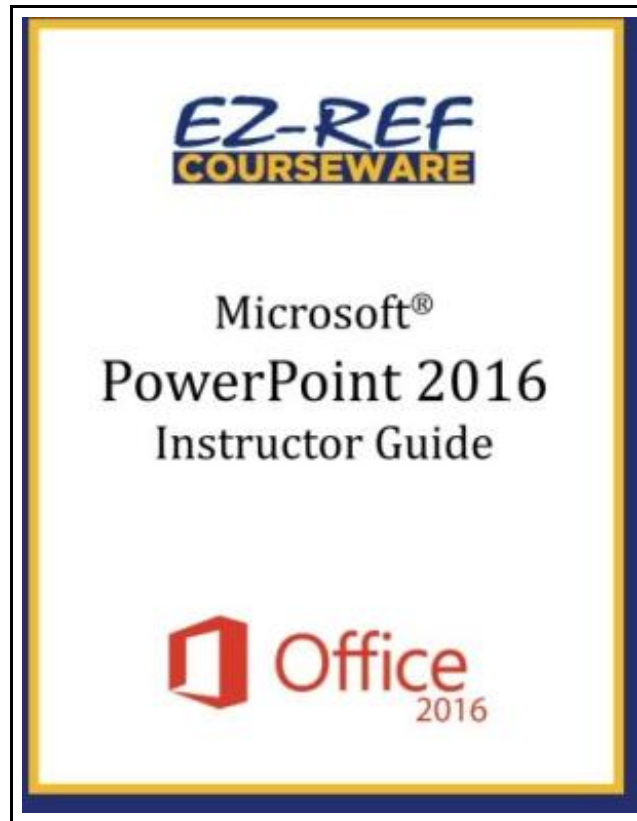


Microsoft PowerPoint 2016: Overview: Instructor Guide (Black White) (Paperback)



Filesize: 7.05 MB

Reviews

*Without doubt, this is the best operate by any publisher. I was able to comprehended everything out of this written e publication. Its been developed in an remarkably easy way which is only following i finished reading through this ebook by which basically altered me, modify the way i believe.
(Dr. Ofelia Grant Sr.)*

MICROSOFT POWERPOINT 2016: OVERVIEW: INSTRUCTOR GUIDE (BLACK WHITE) (PAPERBACK)

[DOWNLOAD](#)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.Note: This is the black and white version of the instructor guide designed for instructor-led classroom training and is meant to be used with our companion student training manuals for Microsoft PowerPoint 2016: Overview. For the black and white instructor guide, search for ISBN-13: 978-1522896975 For the color instructor guide, search for ISBN-13: 978-1522906216 For the color student manual, search for ISBN-13: 978-1522896890 For the black and white student manual, search for ISBN-13: 978-1522896791 To download the exercise files that accompany this title, please visit // For information regarding unlimited printing with the ability to customize our courseware, please visit our website: Topics covered - One Day (6-8 hours): PowerPoint Basics (Screen, Menus) Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects (Moving, Copying, Resizing, Deleting) Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers Working with Text Charts Find/Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation/Transition Effects Document Recovery Editing Master Slides Creating Custom Backgrounds Using Creating Templates Adding Hyperlinks.



[Read Microsoft PowerPoint 2016: Overview: Instructor Guide \(Black White\) \(Paperback\) Online](#)



[Download PDF Microsoft PowerPoint 2016: Overview: Instructor Guide \(Black White\) \(Paperback\)](#)

See Also



The Novel of the Black Seal (Paperback)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.A man gradually uncovers the secrets of a race of...

[Read ePub »](#)



Dark Hollow (Paperback)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.A murder is committed in Dark Hollow and the proprietor...

[Read ePub »](#)



Alice in Wonderland (Paperback)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.The story of a girl named Alice who falls down...

[Read ePub »](#)



Write Better Stories and Essays: Topics and Techniques to Improve Writing Skills for Students in Grades 6 - 8: Common Core State Standards Aligned (Paperback)

Createspace Independent Publishing Platform, United States, 2012. Paperback. Book Condition: New. 277 x 211 mm. Language: English . Brand New Book ***** Print on Demand *****.Mr. George Smith, a children s book author, has been...

[Read ePub »](#)



Do Monsters Wear Undies Coloring Book: A Rhyming Children s Coloring Book (Paperback)

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. Mark Smith (illustrator). 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.A #1 Best Selling Children s Book...

[Read ePub »](#)